

**ENROLLED MINUTES OF THE
HIGHLAND WATERWORKS BOARD OF DIRECTORS
JANUARY 26, 2017**

The Highland Water Works Board of Directors convened in study session immediately before the Regular Meeting at 6:30 p.m. on Thursday, January 26, 2017 in the upper meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland Indiana, in order to discuss the final agenda of the regular meeting.

ROLL CALL: Present on silent roll call were Directors George A. Smith, George Georgeff, and James Norris. Absent: Director Matthew Timmer. Also present Derek Snyder, NIES Engineering Inc.; Michelle Kobeszka, Dispatch Clerk; Jared Tauber, Board Attorney; Bob Johnsen, Assistant Public Works Director; Mike Pipta, Fire Department; and Mark Knesek, Operations Director. Without exception, Director Smith would serve as President, *Pro Tempore* for the meeting.

1. Mark Knesek presented a letter regarding the water utility system changes. He recommends that we extend our grace period until the next bill is received. When a service is turned off, it will not be turned back on until both bills are paid. Also, he recommended that the shut off list consist of only accounts that are over \$100.00.
2. Mark Knesek talked about the water meter repairs. We should contact the resident by sending out a letter to switch out their meter. If the Resident does not want to switch out their meter, then they will have to put the reason in writing.
3. Mr. Snyder reported on the three upcoming projects; Grace, Woodward and Kennedy Ave. Mr. Snyder stated that the three projects will be advertised for bidding at the end of February. It is expected that if the three projects are awarded at the Board's March meeting, construction could begin as early as mid-April. Both Grace and Woodward would be constructed in 80 calendar days, and Kennedy Ave would be constructed in 140 calendar days. Mr. Snyder also talked about the Johnston project, which has been on hold until this construction season.
4. Director Smith discussed the agenda items

The Highland Water Works Board of Directors met in its Regular Session on Thursday, January 26, 2017 at 7:00 p.m. in the upper meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland Indiana. Director Smith opened the meeting. The minutes were recorded by Michelle Kobeszka, Recording Secretary, *Pro Tempore*. The session was opened with the Pledge of Allegiance.

ROLL CALL: Present on roll call Directors George Georgeff, George A. Smith and James Norris. Absent: Director Matthew Timmer. Also present were Bob Johnsen, Assistant Public Works Director; Jared Tauber, Attorney; Derek Snyder, NIES Engineering Inc.; Michael Griffin, Clerk Treasurer; Michael Pipta, Fire Department Liaison; Michelle Kobeszka; Dispatch Clerk would serve as Recording Secretary, *Pro Tempore* for the meeting; and Mark Knesek, Operations Director .

MINUTES: Vice President Smith asked if there were any corrections to the Minutes of the Regular Meeting of December 15, 2016, as prepared and posted. Director Norris moved to approve the Minutes of the Regular Meeting of December 15, 2016. Director Georgeff seconded. On a vote *viva voce*, the motion passed.

SPECIAL ORDERS:

1. Oath of Office – Director George Georgeff – Oath given by Michael Griffin
2. Election of Officers
President – Director Norris nominated Vice President George A. Smith. Director Georgeff seconded. On a vote, *viva voce*, the motion passed

Vice President –Director Smith nominated Director Norris. Director Georgeff seconded. On a vote, *viva voce*, the motion passed

Secretary- Director Norris nominated Director Georgeff. President Smith seconded. On a vote, *viva voce*, the motion passed
3. Appointments:
Water Works Recording Secretary – Michelle Kobeszka. Director Georgeff moved to motion. Director Norris seconded .

Water Works Attorney – Tauber Law firm. Director Georgeff moved to motion. Director Norris seconded.

Water Works Engineer- NIES Engineering. Director Georgeff moved to motion. Director Norris seconded.

COMMUNICATIONS:

1. A letter dated January 23, 2017 from John Bach, Waterworks Superintendent. Re: Resignation as Water Works Recording Secretary. Recommending Michelle Kobeszka as new Water Works Recording Secretary. Director Norris moved to approve the Resignation and new Water Works Recording Secretary, Michelle Kobeszka. Director Georgeff seconded. Motion passed

UNFINISHED BUSINESS AND GENERAL ORDERS:

1. Highland Waterworks
Board of Directors
Resolution No. 2017-01

A Resolution establishing The 2017 Capital Project Budget of the Waterworks to be paid from its Waterworks Improvement Fund. Director Norris moved to approve Resolution No. 2017-01. Director Georgeff seconded. Discussion none. Upon a roll call vote, were three (3) affirmatives and no negatives. The motion passed.

**Water Works District of Highland
Board of Directors
Capital Budget Resolution No. 2017-01**

**A RESOLUTION ESTABLISHING THE 2017 CAPITAL PROJECT BUDGET OF THE WATERWORKS TO BE PAID
FROM ITS WATERWORKS IMPROVEMENT FUND**

Whereas, The Highland Waterworks is governed by its Board of Directors, pursuant to the provisions of IC 8-1.5-4 et seq.; and

Whereas, IC 8-1.5-4-4 specifically provides that the Board of Directors shall manage and control all works of the waterworks and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

Whereas, The Board of Directors in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 8-1.5-4 et seq. including repealing or amending them consistent with the Waterworks Law; and

Whereas, The Board of Directors in performing its duties, now determines that passage and adoption of a Capital Budget Resolution establishing a Capital Budget to be paid from funds of the Waterworks to be necessary for the sound management and control of the waterworks and performing its duty to construct, reconstruct, repair, and maintain all water works.

Now, Therefore Be it Resolved by the Board of Directors of the Highland Waterworks, Lake County, Indiana, as follows:

Section 1. That for the Capital expenses as hereinafter identified of said Waterworks, the following allowances for the identified sums of money are hereby fixed and ordered set apart for the purposes herein specified to be paid from Waterworks Improvement Fund:

S. Kennedy Avenue Water Main Project (PE)	\$34,500.00
Grace Street Water Main Replacement Project (PE)	\$19,000.00
<u>Woodward Avenue Water Main Project (PE)</u>	<u>\$21,500.00</u>
Total	\$75,000.00

Section 2. That the Municipal Fiscal Officer is instructed and authorized to assign such accounts and establish such financial reporting methodology as to permit the regular review of the Capital expenses herein identified as compared to the budgeted amounts and to otherwise carry out the objects and purposes of this resolution;

Section 3. That the Superintendent of the Waterworks is instructed and authorized to prepare accounts payable for projects identified herein in such a manner as to support and permit the regular review of the Capital expenses herein identified as compared to the budgeted amounts and to otherwise carry out the objects and purposes of this resolution;

Section 4. That there shall be no capital expenditure for the identified projects in excess of the amounts fixed by this resolution without express action by the Board of Directors, revising the amount fixed and authorizing the additional allowance amount;

Section 5. That this Resolution shall be effective immediately upon its passage and adoption by the Board of Directors and may be amended or repealed by subsequent resolution duly passed and adopted.

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 26th day of January 2017. Having been passed by a vote of 3 in favor and 0 opposed.

**HIGHLAND WATERWORKS
BY ITS BOARD OF DIRECTORS:**
/s/ George A. Smith President

Attest:
/s/ George Georgeff Secretary

2. Highland Waterworks
Board of Directors
Resolution No. 2017-02

A Resolution Authorizing and Approving an Agreement between NIES Engineering, Incorporated and the Water Works District of Highland to perform Professional Engineering Design Services as Water Works District Engineer for the Year 2017. Director Georgeff moved to approve Resolution No. 2017-2.

Director Norris seconded. Discussion none. Upon a roll call vote, were three (3) affirmatives and no negatives. The motion passed.

**WATER WORKS DISTRICT OF HIGHLAND
Board of Directors
Resolution No. 2017-02**

A Resolution Authorizing and Approving an Agreement between NIES Engineering, Incorporated and the Water Works District of Highland to perform Professional Engineering Services as District Water Works Engineer for the Year 2017

Whereas, The Water Works District of Highland, through its Board of Directors, has heretofore determined a need to engage the professional engineering services in order carry out the mission of the District; and

Whereas, NIES Engineering, Incorporated, (Consultant) has offered and presented an Agreement to provide and furnish Professional Engineering Services in consideration for fees to be charged and billed monthly; and

Whereas, There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

Whereas, The Water Works District of Highland, through its Board of Directors, now desires to accept and approve the agreement for services as herein described.

Now, Therefore Be it Resolved by the Board of Directors for the Water Works District of Highland, Lake County, Indiana, as follows:

Section 1. That the Professional Engineering Agreement (incorporated by reference and made a part of this resolution) between NIES Engineering, Incorporated, and the Water Works District of Highland for District Water Works Engineer for the year 2017 is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement for professional engineering services are found to be reasonable and fair;

Section 3. That the Water Works District of Highland, through its Board of Directors, believes that NIES Engineering, Incorporated has demonstrated professional competence and qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

Section 4. That the President of the Water Works District of Highland be authorized to execute the Agreement with his signature as attested thereto by Secretary of the Water Works District of Highland.

Duly Adopted, Resolved and Ordered by the Water Works Board of Directors of Highland, Lake County, Indiana, this 26th day of January 2017. Having been passed by a vote of 3 in favor and 0 opposed.

**Water Works District of Highland, Indiana
BY ITS WATER WORKS BOARD OF DIRECTORS:
/s/ George A. Smith President**

Attest:

/s/ George Georgeff Secretary

3. Highland Department of Waterworks
Board of Waterworks Directors
Resolution No. 2017-03

A Resolution Authorizing Compensation for Certain Employees to be derived from the Proper Fund of the Water Works Utility of the Town of Highland Water Works Department, Lake County, Indiana. Director

Norris moved to approve Resolution No. 2017-03. Director Georgeff seconded. Discussion none. Upon a roll call vote, were three (3) affirmatives and no negatives. The motion passed.

**HIGHLAND DEPARTMENT of WATERWORKS
BOARD of WATERWORKS DIRECTORS
RESOLUTION No. 2017-03**

**A RESOLUTION AUTHORIZING COMPENSATION FOR CERTAIN EMPLOYEES TO BE DERIVED FROM THE
PROPER FUND OF THE WATER WORKS UTILITY OF THE TOWN OF HIGHLAND WATER WORKS
DEPARTMENT, LAKE COUNTY, INDIANA**

Whereas, The Highland Town Council, as legislative body of the municipality, **adopted Chapter 12.05 of the Highland Municipal Code**, establishing the Highland Water Works Board and the Department of Water Works, pursuant to provisions of I.C. 8-1.5-4-1 through 8-1.5-4-19;and,

Whereas, Those provisions incorporate by reference provisions of I.C. 8-1.5-3-4, outlining for and conferring upon the Water Works Board of Directors certain responsibilities relative to the management of the utility's human and physical resources;

BE IT HEREBY RESOLVED BY the Board of Directors of the Water Works Department of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That the compensation and other provisions set forth in the wage and salary and the compensation and benefits ordinances as passed by the Town Council are hereby adopted and ratified for the Directors and officers of the Department of Waterworks, its Waterworks District and those employees of the municipality performing duties for the utility.

Section 2. That wages and salaries are hereby established for the employees and certain professional appointments of the Department of Waterworks, to be effective **January 1, 2017**, at 12:01 A.M. as set forth below:

Attorney	\$ 1,200 per year (\$ 300 per quarter) \$ 170.00/hr
Recording Secretary	\$ 60 per month
Utility Consulting Engineer(s) (retainer)	\$ 310 per month
Utility Services Field Representative	\$10.25/hr (start) (part-time) \$11.35/hr (after one year) (part-time)
Part-time help (Laborer)	\$ 7.25 - \$ 11.14 hr.
CDL Driver (Part-time)	\$ 15.40/hr
Temporary (Summer help)	\$ 7.25/hr. (first year) \$ 7.60/hr. (2nd year) \$ 7.95/hr. (3 years or more)

Section 3. That the Highland Water Works Board authorizes and approves that a share of the compensation of the deputies and employees in the Office of the Clerk-Treasurer as well as a share of the compensation of the Clerk-Treasurer

may be paid from the proper utility fund of the Water Works, for services connected with the operation of the utility, subject to the laws governing same;

a. That such pay shall be a part of and not in addition to the compensation as fixed by the Town Council in its most recently adopted wage and salary ordinances; and,

b. That the compensation set forth in the wage and salary ordinance as most recently passed by the Town Council is hereby adopted and ratified.

Section 4. That the Highland Water Works Board of Directors authorizes and approves that a share of the compensation of the employees in the Public Works Department may *be* paid from the proper utility fund of the Water Works, for services connected with the operation of the utility, subject to the laws governing same;

a. That such pay shall be a part of and not in addition to the compensation as fixed by the Town Council in its most recently adopted wage and salary ordinance; and,

b. That the compensation set forth in the wage and salary ordinance most recently passed by the Town Council for utility employees is hereby adopted and ratified for utility employees of the Waterworks Department.

Section 5. That the compensation and benefits policies as adopted and are in effect in the most recently adopted Compensation and Benefits ordinance is hereby adopted and ratified for employees of the utility and its officers;

Duly Approved and Adopted by the Board of Directors of the Highland Water Works, Lake County, Indiana this 26th day of January, 2017 by a vote of 3 in favor and 0 opposed.

**THE DEPARTMENT of WATER WORKS
BY ITS BOARD of DIRECTORS:
/s/ George A. Smith President**

Attest:
/s/ George Georgeff Secretary of the Water Works Board of Directors

NEW BUSINESS: None

REPORTS:

Waterworks Superintendent:
Bob Johnsen, Asst. Public Works New backhoe with trailer working great. New Van Updates almost completed. Few water breaks happening, Mike Pipta has pressure set just right.

Waterworks Attorney: No Report
Waterworks Engineer: No Report
Fire Department No Report

BUSINESS FROM THE FLOOR: None

CLAIMS: Director Georgeff read the docket totals by fund as follows:

062	Consumer Deposits	\$29.20
064	Waterworks Operating	\$263,126.94
066	Waterworks Improvement Fund	\$49,130.07
068	Water Capital Fund	\$0.00
Total		\$312,286.21

Director Georgeff moved to approve claims per the January 26, 2017 docket in the amount of \$312,286.21. Director Norris seconded. On a vote *viva voce*, the motion passed.

NEXT MEETING: The next Public meeting will be held on Thursday, February 23, 2017 following a study session at 6:30 pm.

Notes: Director Norris suggested a “Shout Out” for past President Keith Bruxvoort for the 12 years he served on the board to be put in the Gazebo. Michael Griffin will put together letter. President Smith approved and gave directions for purchase of a plaque as well.

President Smith directed Mark Knesek to purchase two (2) Air Monitoring Meters for gas detecting.

ADJOURNMENT: With no other business to come before the Board of Waterworks Directors, Director Smith moved to adjourn. Director Georgeff seconded. On a vote *viva voce*, the motion passed. Meeting adjourned 7:19 pm.

Respectfully Submitted,
Michelle Kobeszka, Recording Secretary